



## RCEN HAMBURGER VAN – REQUEST FORM

Thank you for your interest in use of the RCEN Hamburger Van for your SPECIAL EVENT in Nassau. The RCEN Hamburger Van is an important part of our club and provides many opportunities at charitable and civic events for fundraising fellowship, community, good food and good times. It has become somewhat of a “burger institution” known for our fresh tasty burgers/buns and dogs served with a smile and always for a good cause. The van therefore is special as an extra valuable piece of equipment and club asset to our members and is to be treated as such by those who are able to use and enjoy it. We ask that you please respect the equipment, cleanliness, use it only as intended and keep it tidy and secure for the next people who use it. The following guidelines will allow for us to ensure its use continues to be possible as requested.

- Only Ground beef patties and hot dogs may be cooked in the van. The griddle is used for patties and the burner tops may boil water for hot dogs. No other meat or food products may be cooked in the van.
- Sautéed onions are allowed in the griddle top. NO CHEESEBURGERS or other cheese products PLEASE
- The van may also be used to distribute food prepared elsewhere such as KFC or Pizza. No beverages may be sold from van.
- No other cooking equipment may be brought into the van such as chafing dishes, fat fryers or microwaves
- The van has no power, refrigeration or running water. Cleaning products may or may not be in the van and must be supplied.
- The van comes with a supply of cooking equipment (pots, knives, cutting boards, paper products, condiments, and coolers that are to stay with the van and be cleaned after use. Please leave them as you met them. Paper products to be replaced.
- The van is to be kept clean during use and cleaned thoroughly afterwards. Please advise if LP tanks are empty.
- Any equipment that is missing, broken or not working properly is to be reported to RCEN – Committee Chairs (James Malcolm 376-9858 or Jeff Mitchell 376-0370) as soon as possible.
- A refundable deposit of **\$250.00** will be required for any non-Rotary organization wishing to use the van. Please make checks payable to RCEN. Deposit will be returned when the van is inventoried and inspected as clean upon return.

**IF YOU CAN AGREE TO THE ABOVE - PLEASE COMPLETE THE FOLLOWING TO PROCESS YOUR REQUEST:**

Name of Requesting Organization \_\_\_\_\_

Name & Contacts of Requestor \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

Name & Place of Event \_\_\_\_\_ DATE(S) OF EVENT: \_\_\_\_\_

Times of The Event (hours van should be serving) \_\_\_\_\_

Charity Receiving Proceeds \_\_\_\_\_

Will Your Organization Being Supplying all the Food Products? \_\_\_\_\_ Will You Provide Staffing? \_\_\_\_\_

Do you need RCEN to provide the Food Products? \_\_\_\_\_ Donation or Reimburse? \_\_\_\_\_

If RCEN is requested to provide Food Products and Staffing, please a forecast of expected sales volume; \_\_\_\_\_

Please list other food vendors expected at the event \_\_\_\_\_

When & Where can the van be delivered? \_\_\_\_\_ Collected? \_\_\_\_\_

Who will be the on-site contact for the event? \_\_\_\_\_

Please confirm tickets will be used for sales, as RCEN does not handle cash sales in the van: \_\_\_\_\_

- This form should be submitted to RCEN (James Malcolm – [james@lindroth.cc](mailto:james@lindroth.cc) or Jeff Mitchell - [jeff@caribbeanlandscape.net](mailto:jeff@caribbeanlandscape.net) at least 30 days before the event.
- RCEN reserves the right to refuse the request based on other commitments, scheduling to logistical issues.

***Thank you, The Hamburger Van Committee***